

STATEMENT OF WORK
FOR
TV STUDIO SERVICE – GENERAL STUDIO TECHNICIAN SERVICES
STUDIO TECHNICIAN I

Introduction

The VOA TV facility is an International News and Cable Networks in its standards of operation, quality and distribution of programming. The facility has multiple control rooms and studios. The VOA Television Branch is unique and challenging given that programming is conducted in multiple languages, with show talent coming from many nationalities and cultures. Contractors are expected to conduct themselves in a professional and respectful manner. Good organizational and interpersonal skills are required due to the challenges of multilingual broadcasting.

Scope

Contractor shall provide general studio technical support utilizing Government equipment on site at one of the various VOA Television Facilities or in the field as assigned. The contractor may have to work in various studios with various equipment for live, recorded or rehearsal/blocking sessions. The Contractor will program and operate associated equipment in accordance with the day's requirements. He or she may work in conjunction with other Technicians, a Program Director and Producers to create a final product ready for live broadcast, or recorded for transmission at a later time. The contractor shall be able to work well under pressure, meet deadlines, and have a positive attitude.

Tasks

General Studio Technician level I - Must be able to perform the following:

Studio Technician level I carries out a wide range of studio production tasks including setting up the studio and or camera control areas. Specific duties include:

Studio Camera/Robotic Camera

- Operates robotic cameras in a playback mode for studio productions while reacting to cues from Program Director or the Technical Director, including setting the video parameters (iris, black level and color levels) to maintain broadcast standards for video quality.
- Sets up, inspects and ensures availability and readiness of equipment.
- Corrects camera settings and first level equipment problems.
- Demonstrates the manual ability to focus, pan, tilt, zoom and truck a studio camera.
- Demonstrates proficiency in composing camera shots (on studio and robotic cameras) to "follow the action".
- Reviews rundowns to make sure that they can follow Director cues and instructions.
- Assists studio floor director with set preparation and closing duties.
- Performs duties of the studio floor director when required.
- Prepares and normalizes equipment and the studio area before and after productions making sure all equipment is secured properly.
- Assist the Supervisory team to make sure all technicians assigned to the studio are at their work stations.

Studio Floor Director

- Demonstrates the ability to respond to cues from the Director and gives cues to the talent and set crew in a timely and professional manner.
- Maintains technical and logistical order in the studio area.

- Makes set adjustments as needed, moving set props and set pieces (flats) in the studio area.
- Ensures set is ready to receive talent and guests providing water and cups for host and guest(s) use.
- Attaches microphones and IFBs (audio earpieces) to talent and guests, ensuring continuity with program Technical Director and Director.
- Cues talent and answers questions of talent and guests.
- Performs duties of the floor camera operator when required.
- Assists Lighting Director to focus lights, take readings and place lights and may be asked to turn on/off the lighting consoles.
- Prepares and normalizes equipment and the studio area before and after productions making sure all equipment is secured properly.
- Assist the Supervisory team to make sure all technicians assigned to the studio are at their work stations.

Government-Furnished Property, Material, Equipment, or Information (GFP, GFM, GFE, or GFI)

FACILITY and EQUIPMENT: The VOA/IBB shall provide the Contractor a work area, computer, and telephone to operate within the Cohen Building, Washington D.C. Government computers and equipment will be used for official use only.

Security

BUILDING ACCESS/ID CARD: Contractor shall enter the main entrance of the Cohen Building and report to the Security Manager, and submit a request for a VOA ID card via the Contractor Verification System (CVS). Upon verification and notification of an approved application, the Contractor will report to the Security Manager's office for issuance of an ID card (Monday & Wednesday, 9am to 3pm). This ID card must be carried at all times while performing duties and must be used to access the Cohen Building.

If the Contractor fails to pass a security background check, the contract will be terminated.

Place of Performance

Voice of America

Broadcast Operations

Cohen Building

330 Independence Avenue, SW,

Washington, DC 20237-0001

Period of Performance

The period of performance will commence on or about April 1, 2017 and shall have a five (5) year ordering period.

Each order has a NTE 2,000 hours.

CONTRACT TYPE

The contract will be BPA with orders placed on a Firm-Fixed Price basis

EVALUATION CRITERIA

The contractor will show evidence that s/he has worked as an entry level Studio Technician doing Television studio production for at least one year and or has attended an accredited education program focusing on basic Television Technical Studio Operations.

The quality and efficiency of the services performed by the contractor shall be reviewed on a regular basis to ensure that the contractor is meeting the requirements of the government.

SUBMISSION OF INVOICES:

Vendor is required to bill, no more frequently than once a month, via the Treasury vendor self-entry system of IPP, www.ipp.gov.